

Managing an Online Course: General

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Content Overview

1. Time management.
2. Logistics.
3. Coordinating rosters.



Content Overview

4. Efficiencies for teaching practices and duties.
5. Announcements and reminders.




Content Overview

6. Four online instructor hats:
technological, social,
pedagogical, and managerial.



Online Management Tips (e.g., Faculty Focus)



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ONLINE COURSE MANAGEMENT TIPS FOR EFFECTIVE TEACHING AND LEARNING

11 Strategies for Managing Your Online Courses

Much has been written about the challenges of teaching an online course. While not discounting the unique (and sometimes frustrating) aspects of the online learning environment, it could be said that, despite the numerous differences, many of the same course management strategies that are essential to success in a traditional classroom also apply in the online classroom.

Online Management Tips (e.g., EDUCAUSE)



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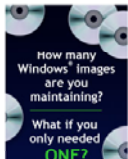
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The use of Learning/Course Management Systems (L/CMSs) has exploded in higher education. Recently, the authors served



Online Management Tips (e.g., Online Newsletters and Magazines)

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Managing "Difficult" Students in the Online Classroom

Susan Ko [Print this article](#)

Director
Center for Teaching and Learning
Published: March-April 2004

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While the range of student personalities and problems we encounter in the online classroom (the quiet ones, the nurturers, the take-charge types, the class clowns, and the imaginative procrastinators) remains pretty much the same as that which we see in the face to face classroom, there are a few aspects of the online environment that create new opportunities for the

Content Overview

7. Delegation.
8. Support services.



Content Overview

9. File uploading and downloading.
10. Updating resources.
11. Grading strategies.

Downloads



Examples of Challenges

1. Rural Indiana story.
2. First task due at midterm problem.



Advice and Guidelines

1. Have a schedule and stick to it!
2. Organize yourself and schedule accordingly.



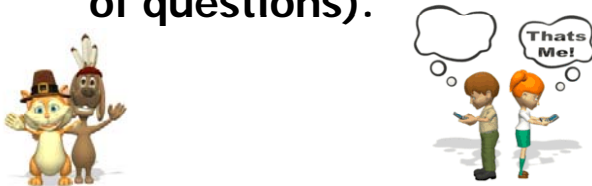
Advice and Guidelines

3. Use efficiencies whenever possible (e.g., cut and paste previous directions and comments, use student task examples from previous classes).



Advice and Guidelines

4. Be personable.
5. Share resources and relevant online events as they come up.
6. Offer a few online office hours (especially when students have a lot of questions).



Advice and Guidelines

7. Organize guest expert chat sessions or Webinars (and archive an expert chats).



Advice and Guidelines

8. Create course roster and email distribution list.
9. Send at least 1-2 emails recapping course events each week and when students are have similar problems or asking the same questions.



Advice and Guidelines

10. Coordinate tasks with other instructors who might be teaching different sections of the same online class.



Advice and Guidelines

11. Have one assignment due early in the course so students check their passwords and course technologies.
12. Assign or coordinate student roles and groups and provide task structuring on assignments.



Advice and Guidelines

13. Talk to students privately who may be off-task, disruptive, or who posted a comment that was inappropriate.



Best of Luck in Managing Your Online Course!

For More Information, Contact:
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